

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Meeting

September 12, 2000

The meeting of the Colusa County Children and Families Commission was called to order at 3:17 p.m. in the conference room at the Colusa Unified School District offices at 745 10th Street, Colusa, California. Commissioners Nolan Gonzales, Barbara Hankins, Nancy Parriott, and Christy Scofield were present, constituting a quorum.

Items discussed in accordance with the publicly-posted agenda were as follows:

1. **Approval of Minutes: August 29, 2000 Meeting**

Two corrections were made to the minutes. First, at the top of page 3, agenda item 2, it should read "James Nair" and not "Nayer". Second, on page 3, agenda item 3, the first sentence should read "Commissioner Scofield talked with Peggy Scroggins at the County regarding crime bond insurance." Commissioner Parriott moved to approve the minutes as amended; motion seconded by Commissioner Scofield. The motion was passed unanimously by voice vote (4/0).

2. **Review Outstanding Invoices and Approve Payment of Expenses**

Three expense items were presented for consideration.

- An invoice and monthly status report was submitted by Social Entrepreneurs, Inc. for consulting services rendered in August and related expenses. The total invoice amount is \$5,712.51.
- Caroline Roady submitted a request for reimbursement in the amount of \$43.04 for child care supplies. The items purchased can be retained by the Commission for use at future public meetings where child care would be provided.
- Expenditures of \$71.04 were made at Chung Sun for food to be provided at the public hearing on the proposed strategic plan.

Commissioner Parriott moved to approve all three expense items as presented; motion seconded by Commissioner Hankins. The motion was passed unanimously by voice vote (4/0).

Commissioner Scofield also noted that the office lease agreement with the Yuba College Career Resource Center has been signed.

3. **Review Approach for Public Hearing to Obtain Public Input on the Proposed Strategic Plan and Discuss Steps for Finalizing the Strategic Plan**

The agenda for the public hearing on the proposed strategic plan was reviewed. The basic process for the hearing will be an opening and introductions by Commissioner Scofield, a brief presentation on Proposition 10 and the elements of the strategic plan, and then open the floor for any member of the public to address the Commission with questions or comments on the proposed plan. Mike Smith will serve as the moderator for the public input process. After all public input has been received, the Commission will have a decision to make whether to make any necessary changes right then and approve the plan as amended, or schedule a special meeting to finalize and adopt the plan.

A question was raised about what means of distributing the strategic plan drafts has worked the best. The answer was that it appears that providing the plans at all area post offices was the best way of reaching people. Also, notice of the public hearing appeared on the first page of the newspaper.

4. Review Draft Annual Report for Period July 1, 1999 through June 30, 2000

The draft annual report, developed in compliance with California Health and Safety Code section 130150, was reviewed by the Commission. The format that was used for the report was the one provided by Joe Munso from the State Commission as part of the final audit and annual report guidelines issued in late August. After discussion, no changes were identified to the draft report. Commissioner Hankins moved to approve the report for public review; the motion was seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (4/0).

Additional information that was presented related to the annual report and audit:

- The final audit guidelines from the State Commission have been received and were provided to the Colusa County Auditor.
- In the area of evaluation, noted in the annual report draft, the State Commission has announced that a pilot project is being conducted to work with County Commissions on developing an initial set of performance indicators and data collection tools that can be implemented by counties on an interim basis. A meeting is being held in Sacramento on September 14th for County Commission representatives to review the first draft of materials from the pilot project.
- The public hearing on the annual report and audit will be held on October 10th as part of the monthly Commission meeting. This will allow time to submit the reports by the October 15th statutory deadline.

5. Discuss Plan for Transitioning Staff Support from Interim Consultants

The contract with Social Entrepreneurs, Inc. (SEI) for strategic planning and staff support services is nearing completion, and a new contractor is being sought to serve as an Executive Director, so a transition from SEI to the new contractor needs to be worked out. The general plan is for the new contractor to be selected in October and commence work by the end of October. SEI would then meet with the contractor to turn over all materials and would assist with the November Commission meeting, after which all subsequent staff support would be provided by the new contractor. In case a new contractor cannot be secured by the end of October, the current contract with SEI can be extended on a month-to-month basis. Mike Smith will present a proposal for a one month contract extension for consideration at the October meeting, as a contingency plan to ensure that staff support continues to be available to the Commission.

The due date for applications for the Executive Director contract is September 22. Cindy Lovelace from County Personnel has mailed 10 applications so far. The selection process that will be used by the Commission includes the following steps:

- Friday, September 22 – Applications are due by 5:00 p.m.
- Monday, September 25 – Packets will be received by all Commissioners containing all applications plus the position description. The applications need to be reviewed immediately.
- Tuesday, September 26 – A meeting was scheduled from 1 – 3 pm at the Commission's office in Williams to finish screening the applications and agree on the candidates to be invited for interviews. Commissioner Scofield will check on the need to publicly notice this meeting, since it deals with personnel issues that are normally held in closed session.

- Monday, October 2 – Interviews will be held with candidates still under consideration, with candidates ranked in descending order of preference at the end of the interviews. The interview times will be determined in the 9/26 meeting.
- Reference checks and other background checks will be conducted after the interviews are completed. Bonnie Marshall will be asked if her office can do the background checks, and the cost of providing this service.
- Tuesday, October 10 – A decision will be made regarding which applicant, if any, is selected as the preferred contractor. Fingerprint checks can be done after this selection but will be made a condition of any contract.
- The target would be to have the contract in place and the new Executive Director starting work by the end of October.

Mike Smith will send sample application scoring instruments, interview questions, and other information to assist with the selection process.

6. Public Comment and Unscheduled Matters

The following items were announced during the public comment period:

- Commissioner Scofield indicated that a book on conflicts of interest from the State Attorney General's office was just received. An update sheet included with the book noted that a "remote interest" exists if a person receives a salary, per diem or reimbursement of expenses from a government agency that is being considered for a contract. In these situations, the Commission can still vote on the contract as long as any person with a "remote interest" publicly discloses the interest and disqualifies themselves from voting or attempting to influence voting in any way.
- Commissioner Hankins distributed a new research brief on school readiness.
- Mike Smith noted that a Spanish translation of the Commission's web site is underway. The Prop. 10 TA Center is providing the translation services free of charge.

7. Dates for Upcoming Meetings

The next meeting will be held on Tuesday, October 10, from 1:30 – 3:30 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa.

8. Adjournment

The meeting was adjourned at 4:50 p.m.

Minutes prepared by Mike Smith, consultant to the Commission.

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

Minutes of Public Hearing

September 12, 2000

A public hearing of the Colusa County Children and Families Commission on the proposed county strategic plan for early childhood development was opened at 5:15 p.m. in the theatre at the Colusa Unified School District offices at 745 10th Street, Colusa, California. Commissioners Nolan Gonzales, Barbara Hankins, Nancy Parriott, and Christy Scofield were present, constituting a quorum.

Items discussed in accordance with the publicly-posted agenda were as follows:

1. Introduction of Commission Members and Consultants

Commissioner Scofield welcomed the community members attending the hearing. Commission members introduced themselves, followed by an introduction of Mike Smith as the consultant and facilitator.

2. Presentation on the History of the Proposed Strategic Plan and Selected Plan Elements

Mike Smith provided a brief overview of the process that was used to develop the strategic plan, including the amount of public input sought throughout the eight months during which the proposed plan was formulated. He indicated that the heart of the strategic plan lies in four major sections: the long-term goals and short-term objectives that describe the results sought for children and strategies, the strategies that would be pursued to achieve the objectives, the evaluation methods that will be used to determine if the desired results are being achieved, and the fund allocation approach that will guide how Proposition 10 money is spent.

3. Public Comments on the Proposed Strategic Plan

The following comments were received from members of the public attending the hearing.

- It is hoped that the energy level that went into developing the plan is continued. The planning process has been very positive in bringing people together; now we need to keep the momentum going.
- The dedication and energy of the Commission members has been great. The Commission members have each invested a lot of personal time, and their efforts are appreciated.
- Kindergarten teachers say that kids are not ready for kindergarten when they arrive for school. More preschools are needed to help with this situation, especially for those children who do not qualify for Head Start. It was noted that one of the objectives in the proposed plan specifically addresses the intent to increase the availability of quality preschools in each community.
- Smaller communities want help in helping themselves. We need to invest in building capacity from within each community. The strategic plan seems to reflect this need, such as the support for parenting groups and parent co-ops.
- A question was asked whether training would be available for child care providers to help them improve the quality of care. The answer is yes; two objectives (2.1 and 2.2) in the plan speak directly to increasing training for child care providers and other professionals. Also, the State Commission will be offering good financial incentives to help licensed child care providers with becoming accredited.

- A question was asked about how the strategies in the plan will be implemented and how partnerships will be built. The response was that the Commission will be hiring an Executive Director to focus on implementation and partnerships. This person will work actively with the new Child Abuse Prevention Coordinator (Roy Martin) and Child Care Planning Coordinator (Caroline Roady) in building partnerships and spearheading the work on different strategies.
- The Commission's web address was given out (www.ccfc.ca.gov/colusa). A suggestion was made to add a link on ColusaNet to the Commission's web site and also to add instructions regarding how to post comments to the existing site.
- Another person said that the plan looks great, and she looks forward to seeing it implemented.

4. Additional Public Comments Received in Writing

No public comments were received in writing, either through the mail or through a posted message on the Commission's web site.

5. Determine Changes to the Proposed Strategic Plan and Approve for Submission to the California Children and Families Commission

No changes to the proposed plan were necessary, based on the public input received. Commissioner Hankins moved that the Commission accept the proposed strategic plan as presented and submit it to the California Children and Families Commission; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (4/0).

6. Adjournment

The public hearing was closed and adjourned at 5:55 p.m.